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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 4 January 1950

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FROM : [REDACTED] *JKR*
SUBJECT: Report of Operations by the General Services Branch during the month of December, 1949.

Volume:

a.	Requests for services on hand prior to December	14
b.	Requests for services received in writing during December	136
c.	1. Orders submitted to GSA chargeable to quarterly encumbrance.	70
	2. Special orders submitted to GSA not chargeable to quarterly encumbrance. \$157,745.00	34
	3. Orders submitted to GSA nonreimbursable	37
	4. Approximately 1700 phone calls received during December.	
d.	Space moves during December	7
	Total personnel moved	42
	Equipment moves	10
	Man hours worked by GSA	262
	Estimated cost	\$373.40
e.	Requests for services on hand December 31.	24
f.	Reimbursement to GSA for regular assigned laborers to warehouse. 3224 man hours	\$4513.60
g.	Protective Services (GSA Guard Posts) Reimbursable Posts - \$35,100.00 Non-reimbursable Posts	81 26
h.	Monies paid to GSA during month of October GSA Guards GSA Laborers and trucks Alterations and Installations Miscellaneous	\$32,307.11 10,248.78 5,172.92 917.12
i.	Problems: None Document No. [REDACTED]	

Attachment

NO CHANGE in Class.
 DECLASSIFIED
 Class. CHANGED BY: TS S C
 DDA Memo, 4 APR 77
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